

Agency Name:	Massachusetts Board of Bar Examiners
Official Title:	Program Coordinator
Functional Title:	Executive Assistant
Occupational Group:	Not Used
Position Type:	Non-Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range-	
Minimum Step 1	\$50,286.04 Annually
Maximum Step 8	\$66,286.87 Annually
Bargaining Unit:	N/A
Shift:	Day
Confidential:	Yes
Number Of Vacancies:	1
City/Town:	Boston
Region:	BOSTON
Facility Location:	Brooke Courthouse, 24 New Chardon St. 1st flr. Boston, MA 02114
Application Deadline:	04/15/2016
Apply Online:	No

This position is funded from the Commonwealth's annual operating budget.

Major Duties:

- Drafts and edits correspondence, reports and similar documents for review and/or signature by the Executive Director;
- Screens visitors and telephone calls on behalf of the Executive Director and answers inquiries from members of the public;
- Acts as liaison with law schools, Judicial and Executive Branch agencies, Board members, Committees and others as directed;
- Participates in the development of policy and procedure relative to the administration and operations of the Board of Bar Examiners;
- Performs special projects involving considerable research and the preparation and/or coordination of activities and written correspondence or reports related to those projects;
- Schedules meetings and makes travel arrangements on behalf of the Executive Director
- Establishes and maintains filing systems to ensure the secure and organized retention of records;
- Establishes and maintains databases to manage and secure information and records;
- Performs other duties as directed by the Executive Director or her designee.

Minimum Position Requirements:

- Bachelor's degree from an accredited college or university in public administration or a related field, or an equivalent combination of education and experience;

- Up to four years of experience in office administration, with demonstrated success in working in a professional office environment and managing administrative office procedures and systems;
- Knowledge of and experience in working with data processing systems and functions;
- Knowledge of and ability to use personal computers and related software, including Microsoft office.

Required knowledge, skills, abilities and experience:

- Strong communications skills, both verbal and written;
- Ability to work independently and to exercise sound judgment in identifying issues and recommend feasible solutions;
- Demonstrated ability to communicate effectively, respectfully and professionally with members of the public, coworkers, and colleagues;
- Ability to develop and maintain complete and accurate investigation and case files.
- Demonstrated ability to work effectively in a team environment and to multi-task in a fast paced work environment;
- Ability to exercise sound independent judgment and maintain confidentiality.

Supervision Received:

Work is performed under the general direction of the Executive Director and/or her designee.

How To Apply:

Each applicant must submit a current resume and a completed Board of Bar Examiners Employment Application (available at www.mass.gov/bbe).

Complete application packages should be sent to:

Board of Bar Examiners
 Attention: Program Coordinator Position
 Edward W. Brooke Courthouse
 24 New Chardon St. First Floor.
 Boston, MA 02114

In order to be considered, complete application packages must be received by the close of business on Friday, April 15, 2016.

The Board of Bar Examiners is an Affirmative Action/Equal Opportunity Employer.